

**Description of Modules and  
Functionality for:**

**The Woodlands, TX**

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<b>CivicPlus Website Management System.....</b>	<b>3</b>
Navigation Options .....	3
Dynamic Layout.....	4
Dynamic Page Components.....	4
Dynamic Breadcrumbs .....	4
Dynamic Site Map.....	4
Unlimited Navigation Options .....	4
Levels of Rights.....	4
Extensive Site Administrative Controls.....	5
Portal Page Development .....	6
<b>CivicPlus Basic Modules.....</b>	<b>7</b>
Events Calendar .....	7
News Flash .....	8
Staff Directory .....	8
Opinion Poll.....	9
Quick Links .....	9
Document Center .....	9
Frequently Asked Questions .....	10
Notify Me.....	10
<b>CivicPlus Select Modules .....</b>	<b>11</b>
Photo Gallery.....	11
Archive Center .....	11
Forms Development Tool .....	12
Business/Resource Directory.....	13
Bid Posting .....	13
Job Posting .....	14
RequestTracker System.....	14
Online Job Application System .....	15
Info .....	166
Facilities.....	166
Emergency Alert.....	177
Where Do I?.....	177
<b>CivicPlus Administrative Modules .....</b>	<b>188</b>
Link Redirects.....	188
History Log .....	188
Site Search .....	188
Site Search Log.....	188
Bad Links Identifier .....	188
Website Statistics .....	188
<b>CivicPlus Additional Services.....</b>	<b>19</b>
Intranet/Extranet.....	19
RSS Feeds .....	19
Interactive Forms and Surveys.....	19
Search Engine Registration.....	200
Maps – Clickable or JavaScript.....	200
<b>ADA Compliance.....</b>	<b>211</b>
<b>Warranty .....</b>	<b>211</b>

## CivicPlus Website Management System

Developed for organizations that have a need to update their site frequently, CivicPlus provides a powerful content management structure and website menu management system. The system allows non-technical employees the ability to easily update any portion of your website instantaneously. The CivicPlus Website Management System utilizes Microsoft SQL Server, ASP, JavaScript, and HTML for web development.

No HTML knowledge is needed to update your website. If desired, HTML code can be used throughout the website for advanced users.

With extensive web applications in place, continual enhancement and an easy-to-use interface, our clients are the proud owners of their websites and are excited to be part of the CivicPlus community.

Additional benefits of the CivicPlus Content Management System include: webpage version controls, customizable levels of user-rights, searchable data, accessible customer support services, instantaneous functionality updates, comprehensive security, and much more.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary and all content is organized in accordance with web usability standards.

### Navigation Options

CivicPlus provides many different navigation structures and options. A few are presented here.



### Dynamic Layout

The layout for your website is determined by you and the designer. The placement of navigation and dynamic areas are important in guiding site visitors to key information quickly and easily. Our consultants make recommendations based upon website-user studies and research on best practices.

### Dynamic Page Components

Events Calendar, FAQs, Opinion Poll, News Flash and other new features may be included as dynamic page components. Dynamic Page Components may be placed on any page and will help dedicated areas of the site appear as its own website. For example, the entry page for your Parks and Recreation department can be customized with specific lists of events, FAQs, and news announcements, pertaining to that department.

### Dynamic Breadcrumbs

When a user visits your site, Dynamic Breadcrumbs are used to show their location within the website. Breadcrumbs are automatically generated by the CivicPlus system. This feature assists a site visitor in understanding the site structure and navigation.

### Dynamic Site Map

The dynamically-generated site map automatically updates itself to your menu system. So if a menu item is renamed, added, or deleted in your navigation, then the site map will reflect those changes.

### Unlimited Navigation Options

We work with you to determine the best navigation setup for your needs. Unlimited pages can be created with the CivicPlus system and there is no limit to the depth of pages that can be created.

### Levels of Rights

Most information is constantly changing and needs to be updated frequently. With CivicPlus, each department is capable of updating their own content. Even though each department can update their department's information and web pages, the menu structure, top of page, banner and navigation throughout the site remains the same.

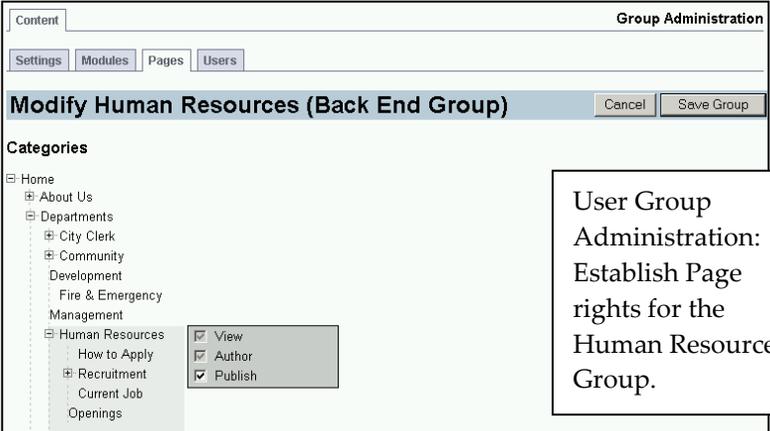
A central administrator is given the ability to establish groups with specific rights and capabilities to update the website. Users are then assigned to those groups based upon the role they will have in updating the website.

Users of the administrative system may be defined as publishers or authors of the content, or as administrators of modules. A central publisher for each department can then approve the pages.



View			User			Admin		
V	U	A	V	U	A	V	U	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

**User Group Administration: Establish Module rights for the Human Resources Group.**



**Categories**

- Home
- About Us
- Departments
  - City Clerk
  - Community
  - Development
  - Fire & Emergency Management
  - Human Resources
    - How to Apply
    - Recruitment
    - Current Job Openings

View  
 Author  
 Publish

**User Group Administration: Establish Page rights for the Human Resources Group.**

Within each Module, granular security is also provided. This allows each category within the module to have its own user groups assigned to update that area.

Job Categories		Job Postings			
Add Job Category		Message Defaults		View Site	Help
Category Title	Subscriber Count	Job Count	Actions		
<b>Unpublished Categories</b> There are no unpublished Categories.					
<b>Published Categories</b>					
Managerial	0	5	Choose an Action		
Seasonal	0	1	Choose an Action		
Administrative	0	1	Choose an Action		
Public Safety	0	2	Choose an Action		
Skilled Trades	0	1	Add Job		
Information Technology	0	2	Copy Link		
Parks and Recreation	0	1	View List		
Police	0	0	Subscribers		
Fire	0	0	Unpublish		
			Properties		
			Delete		

Job Categories

Return to Categories

**Modify Job Category** Cancel Save

Last modified by Website Administrator on 4/6/2006 10:07:15 AM

List Details Messages Related Pages

**Details**

Category Name: Administrative

Description: These are administrative positions such as administrative assistants, data entry clerks, and so on.

Allow Subscribers: Yes

**Permissions**

V	A	P	View	Author	Publish
<input checked="" type="checkbox"/>					
			Guest		
<input checked="" type="checkbox"/>					
			Demo-Expanded		
<input checked="" type="checkbox"/>					
			Demo-Limited		
<input checked="" type="checkbox"/>					
			System Administrator		
<input checked="" type="checkbox"/>					
			Human Resources		
<input checked="" type="checkbox"/>					
			Sales		

An Action Item queue provides links to website administrators when information is waiting to be published or reviewed.

- Action Items:**
- [Publish Modules](#)
  - [Online Job Application](#)

Modules waiting Publication	
Module (Submitted Count)	
Event Calendar	(1)
RequestTracker	(47)

### Extensive Site Administrative Controls

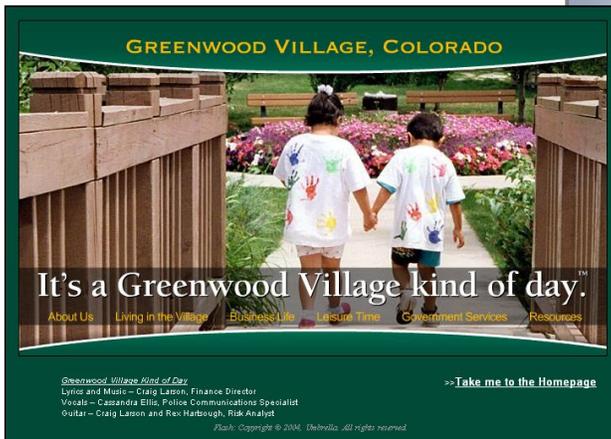
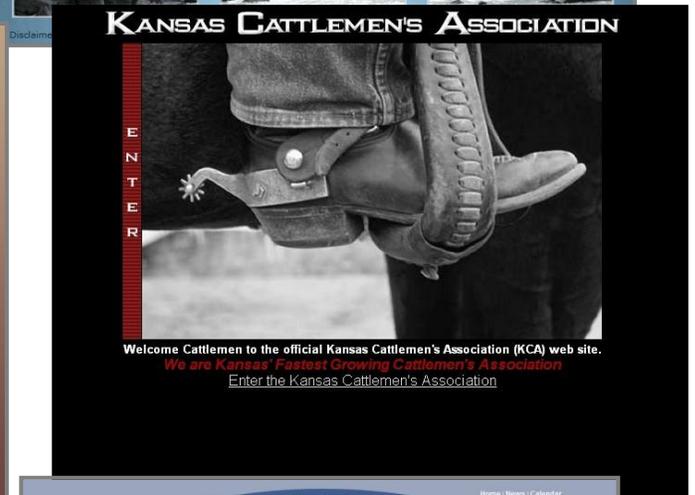
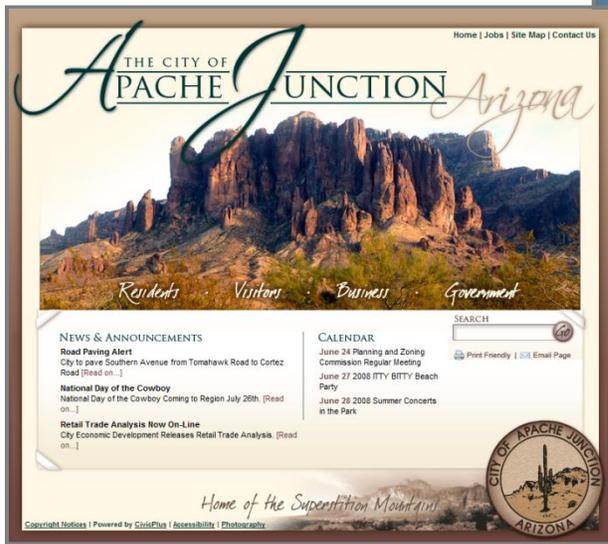
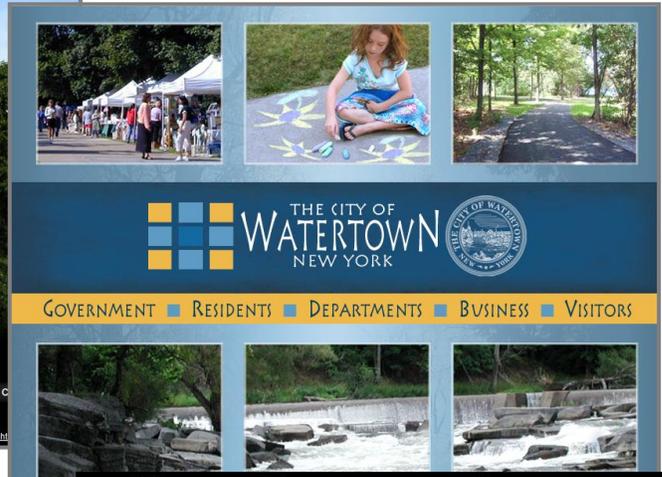
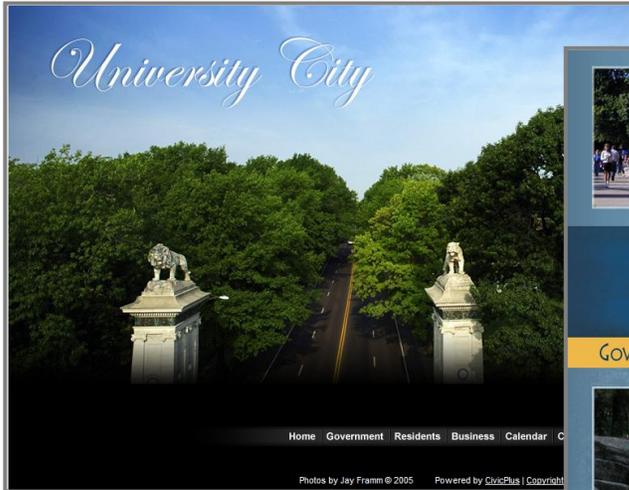
System administrators may review many facets of the website. Administrative tools like Login History, Website Log, and Bad Links allow the administrator to review the website administrative procedures. Redirects allow the administrators to easily establish a direct path to a page within the website.

Our unique Site Search Log offers tremendous value to decision-makers, informing them on what items are being searched for on a frequent basis and giving insight into the best placement of this requested information.

The CivicPlus Website Management System captures and processes referrals to pages that cannot be displayed (404 errors). The system allows the site visitor to make a note concerning how they reached this page. This feature allows you to track down old links from other sites or your own website.

*Portal Page Development*

Portal pages are often developed to bring numerous site resources together into one central entry location. Creating a graphic overview, the portal provides direction to a diverse group of site visitors while reinforcing your website's key message. Portal pages may be simple links or may be developed using animation such as JavaScript or flash programming.



## CivicPlus Basic Modules

Modules are constantly being developed that meet the needs of our clients. Modules are displayed according to the client's specifications. Custom modules can also be developed to interact with your site's existing databases. A partial list of our most popular modules follows.

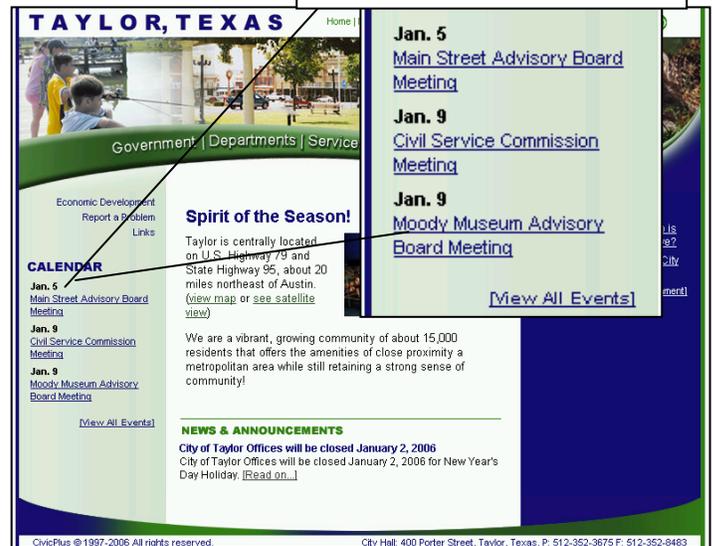
### Events Calendar

The calendar allows administrators to set up calendar items and recurring events, and this can be done for multiple months in advance with short descriptions and hyperlinks to display the details of the event. The calendar recognizes the current date as the starting date for the display of events and also provides for easy navigation to future events. Multiple calendars are available with customizable dynamic categories/types of events.

**Mini-Calendar:** You may choose to have *any* page on your site display the most current calendar items in a special content area. This Mini-Calendar is a dynamic page element and may be placed anywhere on a page.

Title:	Town Council Meeting
Date:	January 2, 2006
Description:	7:00 p.m. in Town Council Chambers Broadcast Live on KCAT Channel 15
Address:	110 E. Main Street Los Gatos, CA 95030
Location:	110 E. Main Street
Hours:	1st and 3rd Monday at 7:00 p.m.
Contact:	(408) 354-6832 Email: <a href="mailto:manager@losgatosca.gov">manager@losgatosca.gov</a>
Cost:	Free to public
Link:	<a href="#">[More Information...]</a>

Home Page's Mini Calendar



**TAYLOR, TEXAS**

Home | Government | Departments | Service

Economic Development  
Report a Problem  
Links

**CALENDAR**

- Jan. 5 [Main Street Advisory Board Meeting](#)
- Jan. 9 [Civil Service Commission Meeting](#)
- Jan. 9 [Moody Museum Advisory Board Meeting](#)

[\[View All Events\]](#)

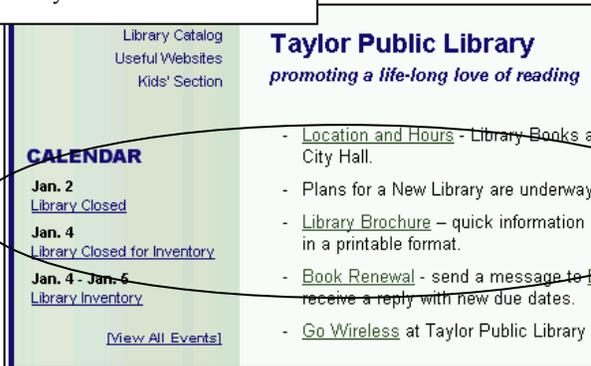
**Spirit of the Season!**  
Taylor is centrally located on U.S. Highway 79 and State Highway 95, about 20 miles northeast of Austin. [\(view map or see satellite view\)](#)

We are a vibrant, growing community of about 15,000 residents that offers the amenities of close proximity a metropolitan area while still retaining a strong sense of community!

**NEWS & ANNOUNCEMENTS**  
**City of Taylor Offices will be closed January 2, 2006**  
City of Taylor Offices will be closed January 2, 2006 for New Year's Day Holiday. [\[Read on...\]](#)

City Hall 400 Porter Street, Taylor, Texas. P: 512-352-3675 F: 512-352-8483

Library's Mini Calendar



Library Catalog  
Useful Websites  
Kids' Section

**Taylor Public Library**  
*promoting a life-long love of reading*

**CALENDAR**

- Jan. 2 [Library Closed](#)
- Jan. 4 [Library Closed for Inventory](#)
- Jan. 4 - Jan. 5 [Library Inventory](#)

[\[View All Events\]](#)

- [Location and Hours](#) - Library Books a City Hall.
- Plans for a New Library are underway
- [Library Brochure](#) - quick information in a printable format.
- [Book Renewal](#) - send a message to receive a reply with new due dates.
- [Go Wireless](#) at Taylor Public Library

### Featured Events:

Unique to CivicPlus, the Featured Events module allows you to highlight future events that are not scheduled to display in the current month, allowing you to draw attention to an upcoming event months in advance. Calendar supports multiple views, including a monthly view that displays all events in a month.



**FEATURED EVENTS**

**Feb. 10**  
[Friends Friday Forums - Silicon Valley Reads](#)  
The souvenir - a daughter discovers her father's war / by Louise Steinman has been selected as a Silicon Valley Reads title, and the author will give a presentation on her work. Copies of this title are available at the Library.

**Apr. 28**  
[National Arbor Day Celebration](#)  
Attend tree planting ceremony - observe or help plant a tree. Bring a picnic lunch and enjoy your park visit!

**MAIN CALENDAR**

January 2, 2006 Date:  All Calendars

« January 2006 »

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

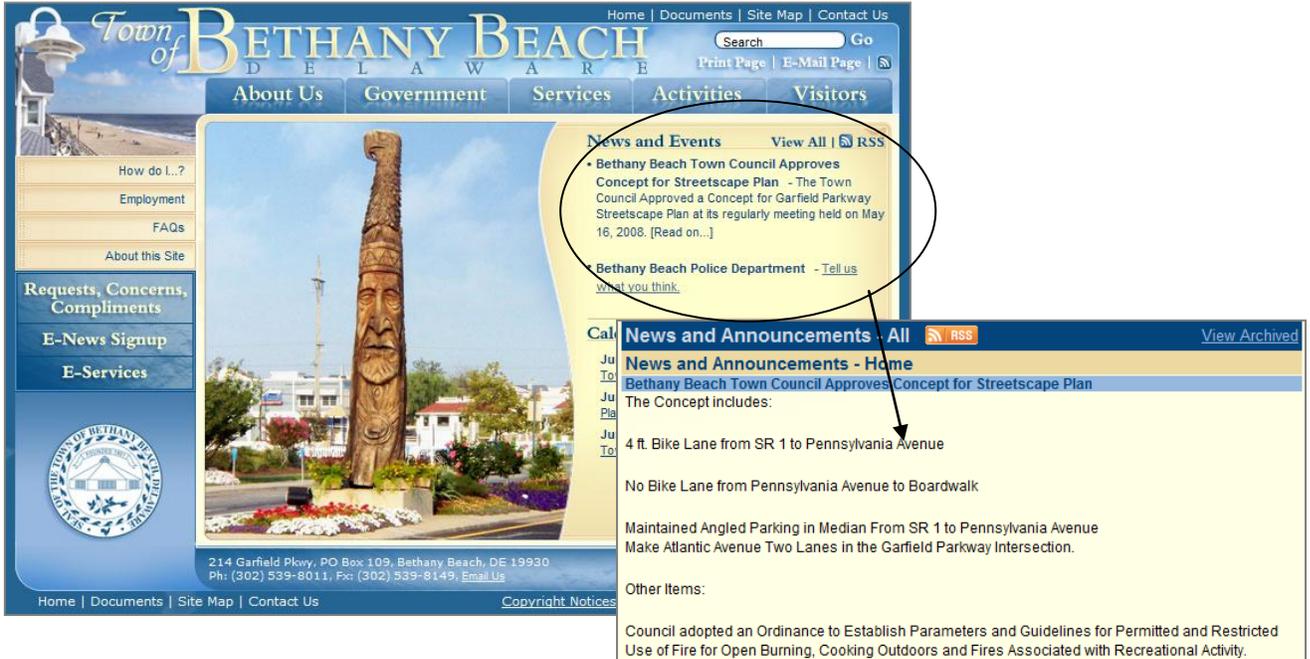
**January Events:**

- [Library \(27\)](#)
- [Town Government Calendar \(4\)](#)

This is an item originally requested by one of our clients. All of our clients may choose to take advantage of the upgrade ideas of others with no additional development or implementation fees.

### News Flash

News Flash provides your website with an area on the home page where “hot” information is posted. Any department may utilize News Flash for posting information that is very timely and short in length. The information that may be posted here might include a change in meeting location, results from an election, rainout announcement for sports fields, and more. News Flash is a dynamic page element that may be placed on *any* page. Each News Flash item has its own begin and expiration date.



### Staff Directory

Providing detailed contact information for your staff and various offices, the Staff Directory is a tremendously valuable resource for your residents. This directory will decrease the number of calls requesting contact information, and you can include as much or as little employee and department information as you deem necessary. Plus, Staff Directory can be linked to pages throughout your site, providing quick access to a specific department or employee.



You can set up your Staff Directory so that site visitors can contact municipal departments by form or email, and you can even provide a link to the department web page or give a brief description of the departmental duties.

Employee information can include title, bio, photo, and contact links via email or form submittal. Website users can search the directory for a specific employee by last name, first name, and by department. Employee names will also be found in the Site Search if they are in the directory. (E-mail addresses are blocked from e-mail harvesting programs.)



### Opinion Poll

This module allows you to interact with your site visitors. Once they submit their vote, they are taken to a screen that displays the total number of votes for each choice. This is a popular module and is an easy way to keep people coming back to see what's new on your site.

We recommend that the poll questions be non-controversial items. The results may be used to provide website decision-makers with valuable information in order to make sound decisions. Also, having the Opinion Poll module demonstrates even further the true interest your community has in residents and stakeholders.

### Quick Links

The Quick Links module allows you to place links to related and often-requested information directly on the page of your choice. The entire collection of these links is contained within the actual module, and is unlimited in the amount of categories and links that you can provide to your users. The links can be to interior pages of your website, to documents and forms, or to outside websites. You can organize the links by category or item and can set them up to auto-publish and unpublish.

### Document Center

The Document Center allows for a variety of file types, e.g., PDF, spreadsheets, pictures, video files, sound clips, and more, to be downloaded or viewed by the end user. This allows easy access for site visitors. Instead of bogging down your employees with requests for documentation, site visitors can locate the forms and documents they need.

Your employees can easily add new documents and direct residents to the information they requested online, without sending out extra paperwork.

Moreover, all files are organized by our structured filing system of folders and subfolders, and this features the ability to set each file to automatically publish and unpublish, keeping all of your information updated and obtainable by your citizenry 24/7.

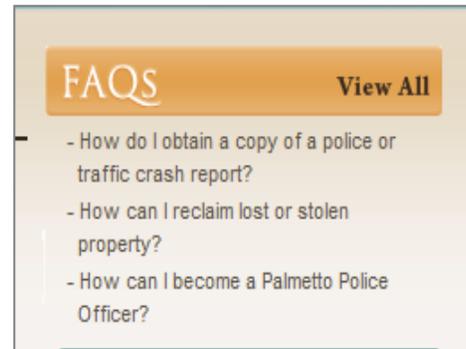
This results in a tremendous time-saver for your employees and for site visitors!



### Frequently Asked Questions

One of the benefits of being a CivicPlus hosted user is the addition of modules and services. FAQ management was rolled out to CivicPlus users at no extra charge.

FAQs may be added to any page and will be set up to reflect department-specific categories for easy reference. The top 3 FAQs appear in the feature column as is shown here, and a full list appears when FAQ Home is clicked. FAQs also have their own search feature, so your site visitors can easily find answers to the questions they ask the most.



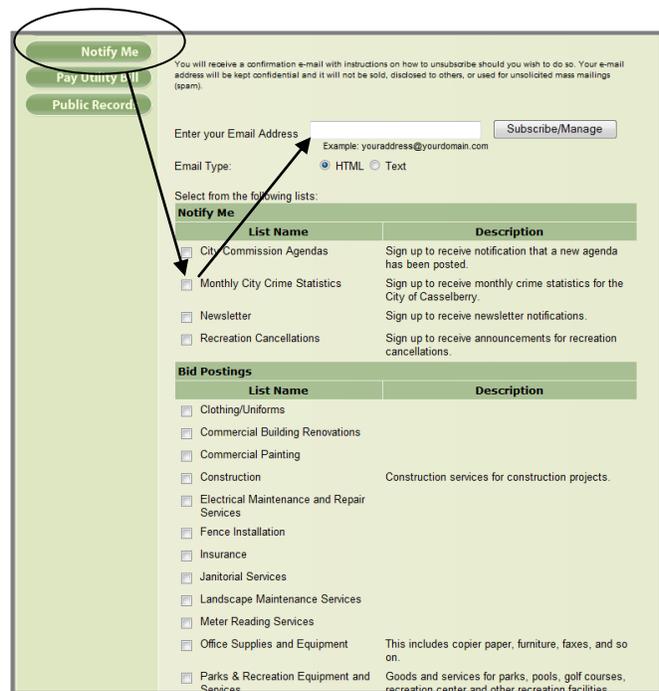
Your site's FAQs may also be configured as a dynamic page element.

### Notify Me

With this module, visitors can sign up to be notified via e-mail regarding community activities, meetings, and services. Users can subscribe to multiple lists at once, and unsubscribing is easily accomplished by simply following a link from one of the e-mails.

An example of this service may be offered to parents for specific sports, residents who want to be involved in certain meetings, or people who want to be kept informed about the results of certain activities. This service can currently integrate with our Job and Bid Posting modules, and all three share much of the functionality detailed below.

Notify Me supports HTML and plain text versions of messages. When creating an email in Notify Me, you can use the online editor to include your site styles and formatting.



Messages can be sent in both HTML and plain text versions to accommodate all email readers, cell phones and other devices. We can also integrate text message notification with this feature, and subscribers have the option of choosing which format and by what mode they would like to receive messages. You can set up these notifications as drafts and set them to send to subscribers at a specified date and time. Your current subscriber notification lists can be imported to our system, and the email lists created by your CivicPlus system can be exported for other files.

These features make Notify Me an excellent and valuable Emergency Communication Tool.

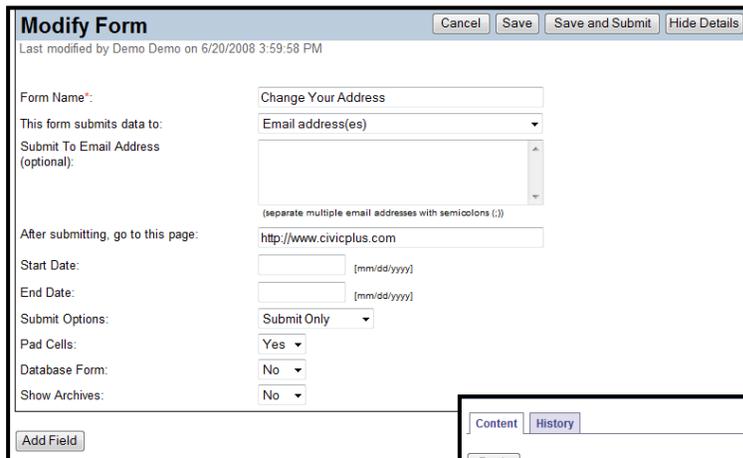


### Forms Development Tool

Having online forms makes it easy for you to receive useful information from your community and for your community to complete tasks online. These forms can be used as a means for citizens to contact you with questions, requests and feedback, or to sign-up for various events and activities. You can create as many online forms as you would like with this module. You can easily create forms from scratch or from a template of standard online forms. Various field options include long answer, radio button, drop-down lists, multiple choice, etc. Formatting options include font colors, background colors, text alignment, and more (although we do recommend that you only utilize colors that match your site template).

With this module you can preview forms as you create and edit them instead of sending it to someone else for changes. The Forms Development Tool lets you develop every aspect of your online form with no programming knowledge necessary. You can create a new layout or use one of the templates we provide.

In addition to being able to create your own form, you can *track your forms through your website!* No more lost e-mails and sorting for statistical data through multiple emails. Any form submitted on your website can be received via email to as many people as you wish, and/or be kept in a backend database. This data can then be exported to Microsoft Access, Excel, or other database software!



**Modify Form** Cancel Save Save and Submit Hide Details

Last modified by Demo Demo on 6/20/2008 3:59:58 PM

Form Name\*:

This form submits data to:

Submit To Email Address (optional):

(separate multiple email addresses with semicolons (;))

After submitting, go to this page:

Start Date:  [mm/dd/yyyy]

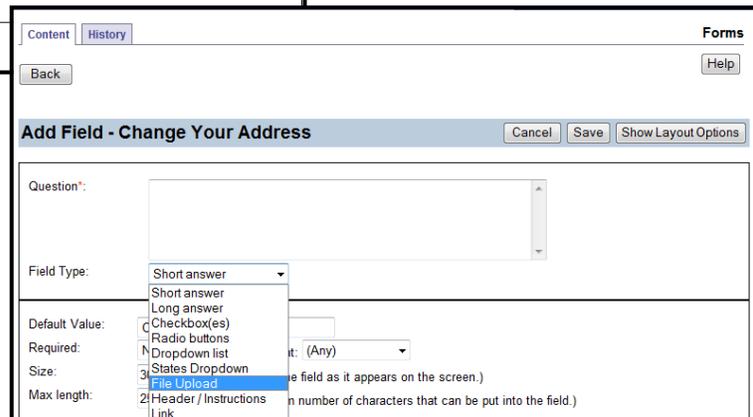
End Date:  [mm/dd/yyyy]

Submit Options:

Pad Cells:

Database Form:

Show Archives:



**Add Field - Change Your Address** Cancel Save Show Layout Options

Content History Forms

Question\*:

Field Type:

Default Value:

Required:

Size:

Max length:

the field as it appears on the screen.)

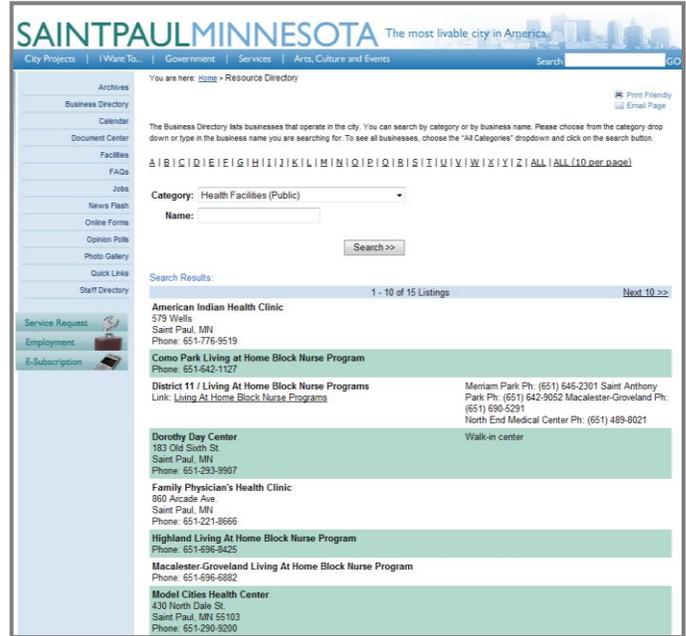
n number of characters that can be put into the field.)

**Business/Resource Directory**

Site visitors may use the Business/Resource Directory pages of the website in order to find information and links to related organizations. With the Business/Resource Directory Module, site visitors can search by business name or category, and the businesses can also be organized as such—by business (yellow pages style) or by category (topical directory style).

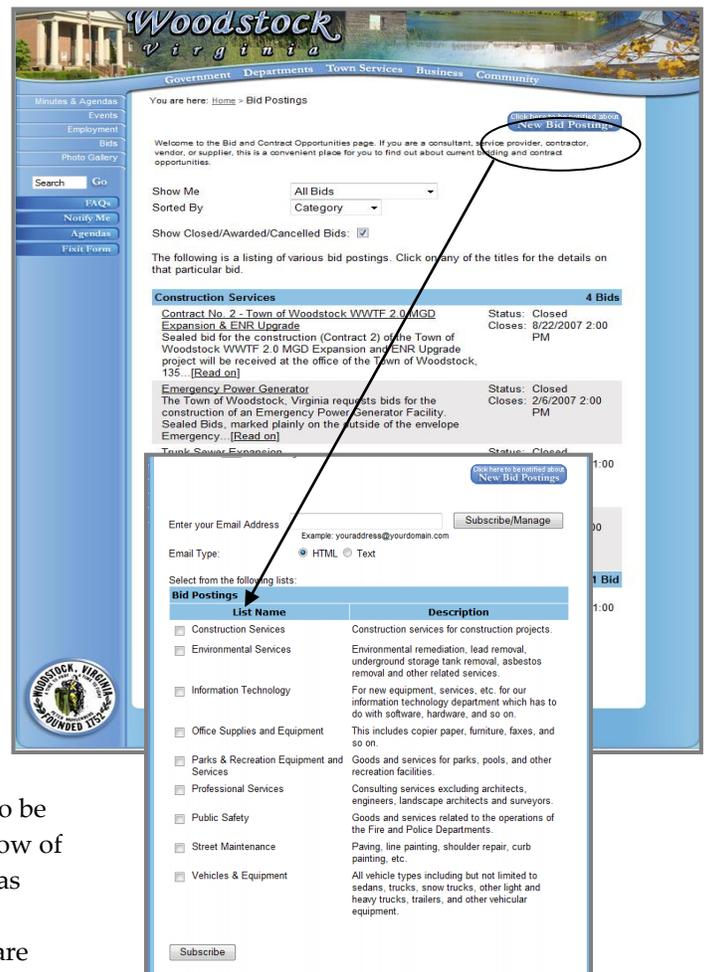
The category drop-down items are defined by you and are based on your needs and your use of this area.

Other information such as a brief description, a link to a map of the location, address, phone, email and a link to the business' site can also be provided. An example is shown here of Granbury, TX: available motels and their contact information for visitors of the city.



**Bid Posting**

Bid Posting provides a simple and easy-to-use method of posting bids online for those vendors that are interested in providing products and services to your community. You can provide as few or as many details about each bid as you choose: provide links to upload the full RFP package, link to related web pages, or post other bid details like the scope of work. Bids can be searched by category, title, or closing date and by open, closed, cancelled, or awarded. Having this information available online will reduce the amount of calls coming into your purchasing, procurement, and finance offices, and allow you to more efficiently control the bidding process. As noted previously, this module can be integrated with the Notify Me module, allowing site-visitors to sign up to be notified when new bids are available.



Like the majority of our modules, bids can be set to display and expire on specific dates. They can also be updated throughout the process to let the public know of amendments, cancellations, and to whom the bid was awarded. This type of information is very useful to prospective bidders and community members that are interested in a bid, whose results may impact them.

### Job Posting

These modules allow for jobs to be displayed on the website and removed automatically with an end date. It shares all the same functionality as the Bid Posting module, allowing you to provide as many details as you like and link to a number of files supporting the available job. Options in this module allow the site-visitor to download a job application and email their resume to the person/department of your choice.

The website visitor can sort the jobs by date or job type. An interested person can sign up to be notified of new jobs like the bid announcements. The new job is automatically e-mailed when a new entry is posted.



**CITY OF TUSCALOOSA, ALABAMA** Home | News | Calendar | Jobs | Contact Us

ABOUT TUSCALOOSA • GOVERNMENT • VISITORS • RESIDENT SERVICES • BUSINESS SERVICES • E-SERVICES

Search  99

You are here: [Home](#) > Employment Opportunities

[Signup to be Notified](#)
[Online Application](#)
[Download PDF Application](#)
[Email Application](#)

### Employment Opportunities

Show Me

Sorted By

You may apply online for current job openings as listed below. An application is required for each position for which you apply. **RESUMES ARE ACCEPTED ONLY WITH A CITY OF TUSCALOOSA APPLICATION.** To view full job descriptions for current openings, [CLICK HERE](#)

Managerial		4 Jobs
<a href="#">Community Development Program Manager-2007022-1-#40720001</a>	Status: Open	
Performs managerial and administrative work functions associated with city community development programs including the Community Development Block Grant (CDBG), other federal. <a href="#">[Read on/Apply Online]</a>		
<a href="#">Traffic Engineer-2007011-3-#70510001</a>	Status: Open	
Performs technical, professional managerial, and administrative work functions associated with city engineering functions. <a href="#">[Apply Online]</a>		
<a href="#">Wastewater Engineer-2007036-1-#27150001 (Office of the City Engineer)</a>	Status: Open	
Performs technical, professional, managerial and administrative work functions associated with city engineering functions. <a href="#">[Apply Online]</a>		

### RequestTracker System

The RequestTracker is a powerful tool that facilitates inter-office communication and workflow concerning requests reported by residents. Citizens create a profile then log in to submit a new request or complaint, view pending issues, reopen a closed issue, request additional information, and more. Once a profile is set up, contact information is automatically filled in when they submit a new request. Furthermore, problems reported over the phone can be manually entered into the system for increased efficiency. Marketing the Request Tracker System as the primary tool for communication on problems and requests in your area will allow you to reduce staff time spent on addressing issues by hand, and it will allow your constituents to interact with your staff at any time of day.

The RequestTracker System makes it easy to:

- ✓ Add comments and action items
- ✓ Assign the request to a staff member
- ✓ Review the history of the issue
- ✓ Send messages to the constituent
- ✓ Close the request
- ✓ Print statistics and reports
- ✓ Print work orders

Another feature of the Request Tracker System is the ability to generate statistics and reports. Requests in process are tracked through an exportable database, and you can easily view the number of reports for a given issue, the frequency of reports from a given requester, and many other statistics. Searchable statistics include total requests during a particular time period, average requests per day, average time to close a request, etc.

Online Job Application System

Logged in as: demo [Logout](#)

Selected Job: Assistant Town Manager [View Job Listings](#)

<p><b>Profile:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <a href="#">Login/Email</a></li> <li><input checked="" type="checkbox"/> <b><a href="#">Contact Information</a></b></li> <li><input checked="" type="checkbox"/> <a href="#">Application Information</a></li> <li><input checked="" type="checkbox"/> <a href="#">Education Information</a></li> <li><input checked="" type="checkbox"/> <a href="#">Employment Information</a></li> <li><input checked="" type="checkbox"/> <a href="#">Optional</a></li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li><a href="#">Submit Application</a></li> <li><a href="#">Preview Application</a></li> <li><a href="#">Edit Profile</a></li> <li><a href="#">View My History</a></li> <li><a href="#">Logout</a></li> <li><a href="#">Job Listings</a></li> <li><a href="#">Email a Resume</a></li> <li><a href="#">Upload Resume</a></li> </ul>	<h2>Contact Information</h2>
	<p>Last Name*: <input type="text" value="Doe"/></p> <p>First Name*: <input type="text" value="Jane"/></p> <p>Middle Name: <input type="text"/></p> <p>Residence Address*: <input type="text" value="123 Home Street"/></p> <p>City*: <input type="text" value="Demo Town"/></p> <p>State*: <input type="text" value="Kansas"/></p> <p>Zip Code*: <input type="text" value="66503"/></p> <p>Mailing Address (if different from residence address):  <input type="text"/>  <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text" value="Select a State"/></p> <p>Zip Code: <input type="text"/></p> <p>Telephone Number*: <input type="text" value="(888)228-2233 (xxx) xxx-xxxx"/></p> <p>Cell Phone #: <input type="text" value="(xxx) xxx-xxxx"/></p> <p>* = Required</p> <p>Clicking Save, Previous or Continue saves your answers.</p> <p> <input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> <input type="button" value="Continue"/> </p>

We can create customized templates for this module to fit your community's needs.

Conditions of Employment	
Please read carefully before signing. You must sign this statement to be considered for employment.	
<p><i>I, the undersigned, certify that all information given by me in this application is true. I understand that false information (misrepresentation or omission of information) will disqualify me from employment or cause my subsequent dismissal. I authorize investigation of all statements contained herein. I also authorize the employers and/or references listed to release any and all information concerning my current and previous employment and any pertinent information. Additionally, I release all parties from any liability for any damages that may result from furnishing such information. In submitting this application, I further understand that all application materials provided become public record and property of the City of Flagstaff and will not be returned. Public records are required by law to be made available during normal business hours to any person, including the news media.</i></p>	
Applicant's Signature <u>Electrically Submitted</u>	Date <u>8/25/2003 14:48</u>
 <p>This application may be made available in an alternative format upon request by calling the Human Resources Division at (928) 779-7698.</p>	
<p>Revised 5/03</p> <p>The City of Flagstaff is an Equal Employment Opportunity/Affirmative Action Employer.</p>	

### InfoAdvanced

Creates an additional space on a web page that allows you to highlight important text in a compact, easy-to-update module. The information posted with this module can relate to one or more pages. You can organize multiple posted items by category or item and set it to auto-publish/unpublish. With Info, Online Editor allows use of your site's pre-set fonts and colors, as well as insertion of photos and tables. Important information can be related to one or more pages and organized by category, item, and order in which information appears on a page. Information can also be set to auto-publish/unpublish. You can see Info in use on the City of St. Paul's site, where they have utilized this module to create a Mayor's Corner on the homepage.



### Facilities

The Facilities Module allows the site administrator to display local facilities and their amenities, and to manage their availability to the public. A site visitor can search the facilities, review the amenities for each, retrieve location information and reserve the facility. Site-users can search by facility type or amenities available. Search results will offer additional options such as admission requirements, handicap accessibility, and how to reserve or make payments. Facility Module displays short descriptions with hyperlinks providing details of the facility (location, contact info, photographs, 360 video, map, handicap accessibility, rental availability, etc.). In addition, your staff will have the option to allow online reservation requests and to create calendars specific to a facility in order to display approved reservations.

#### The Search Screen

#### The Facilities Listing

#### The Facility

### Emergency Alert

Emergency Alert provides alerts and notices to your community, concerning local inconveniences like street closures, road conditions, or critical up-to-the-minute information during a catastrophic event. Graphics can be activated, which allows you to place an alert only on the street department page or site-wide for a major disaster. Clicking on the graphic when there is no emergency takes viewers to a web page describing how the Emergency Alert graphic will change in appearance during a real emergency, what constitutes an emergency, and next steps that the viewer should take in the event of a real emergency.

When the Emergency Alert is activated, clicking on the graphic will lead citizens to a page(s) with as much pertinent information that you wish to provide. You will have the ability to create pages with your local Emergency Management Plan and leave them unpublished, then quickly publish them when needed.

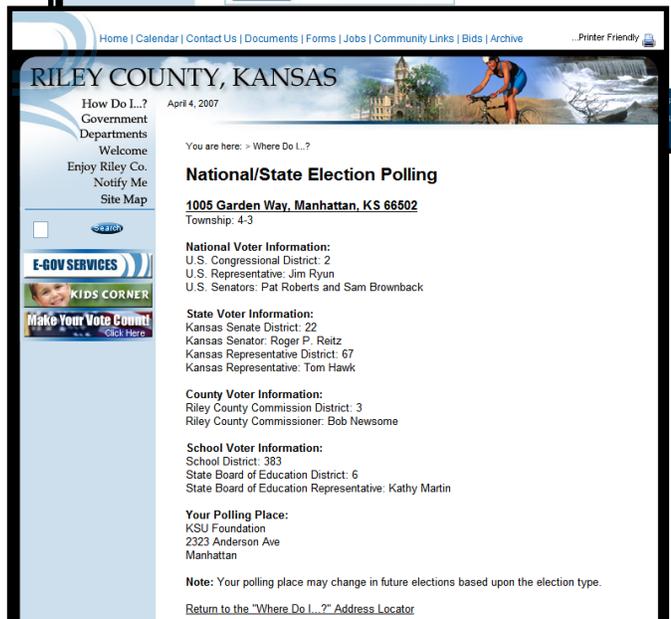
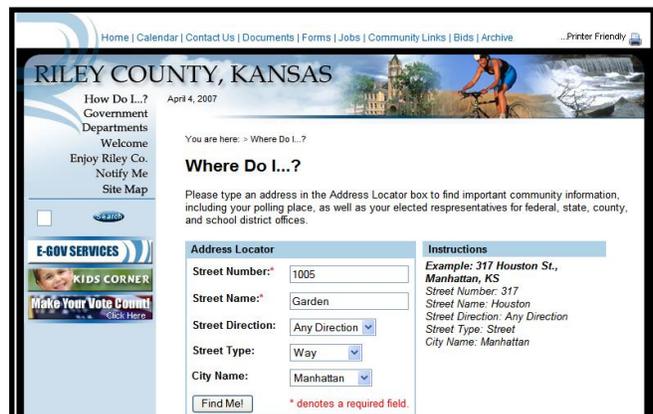
CivicPlus can assist with emergency updates to your website. Your website will be the most valuable communication resource during an emergency because it will always remain live due to our off-site hosting and robust data security. Family, friends, and the media want to know what's going on and how to help in the wake of a disaster. CivicPlus can help!

### Where Do I?

Helping site visitors access information they are looking for has never been easier. Using the Where Do I? module a custom application is created to locate information based on resident addresses.

For example, by entering a street address, visitors can find information such as:

- National Voter Information, including:
  - Congressional District
  - US Representative
  - US Senators
- State Voter Information, including:
  - Senate District
  - Representative District
- County Voter Information
- School Voter Information
- Your Polling Place
- Trash pick up
- Nearby Schools
- And much more!



## CivicPlus Administrative Modules

### Link Redirects

This is very helpful in marketing an area of your website by creating a web address that is easy to remember. Instead of sending your users to <http://www.civicplus.com/index.asp?NID=3>, you can send them to <http://www.civicplus.com/features>. A more obvious link is great for print materials and much easier to tell people how to find a particular page on the website.

### History Log

With this module you can easily track changes made to your website by all of your users. The History Log Module allows you to track changes made to items in your Page Menu, Archive Center, Document Center and more. History Log information is searchable, sortable, and exportable.

### Site Search

On the public side of the site, we supply all our clients with a robust Site Search with advanced search features. The CivicPlus Site Search will search through web pages on your site, PDF documents, any module entries, and document files. Video and sound files are searched by name. The site search organizes the results by the type of information (calendar item, web page, Microsoft files, PDF documents, etc.)



Site administrators can review search words by frequency, date, time, and exact terms used by site-visitors. This is a vital tool for your site-users and also a means of keeping your staff abreast of what items are being regularly searched on your site.

### Site Search Log

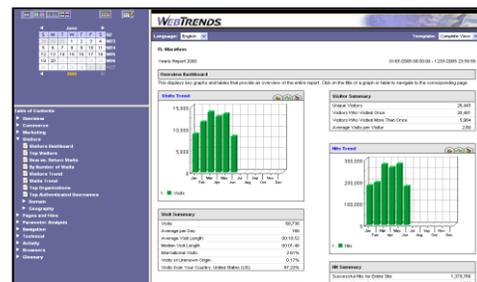
The Site Search Log lets you review the words that have been entered into the search box on your site. This invaluable feature can help you determine if you need to restructure your site navigation to increase its ease of use. You determine the date range and you are shown what terms were searched, how many times they were searched, and the date and time they were searched. This is a valuable tool for determining what your site visitors are missing.

### Bad Links Identifier

You may not be aware of any broken links on your website, but your guests are. This module creates a list of the broken links on your site when they are accessed. It also allows a site visitor the ability to enter comments concerning how they accessed the page. On the backend of the system an asterisk alerts you that a comment concerning a bad link has been posted.

### Website Statistics

In order to review how your site visitors are using the site, an administrator will be trained on the use and analysis of the web statistics. Important information can be pulled from this data in order to make decisions about the use of the website.



## CivicPlus Additional Services

### Intranet/Extranet

We can set up an Intranet for your site to be used by employees or other groups that need to share non-public resources. An Intranet is a secure location on your website that allows employees to login and access information specific to them.

Any modules available to the public on your site are also available for use on the Intranet. For example, you can use the Calendar module to notify employees of work events; FAQs to answer questions about wages; Notify Me to send notification of flexible benefits deadlines; and News Flash module to let employees know of births, marriages, and other personal events.



### RSS Feeds

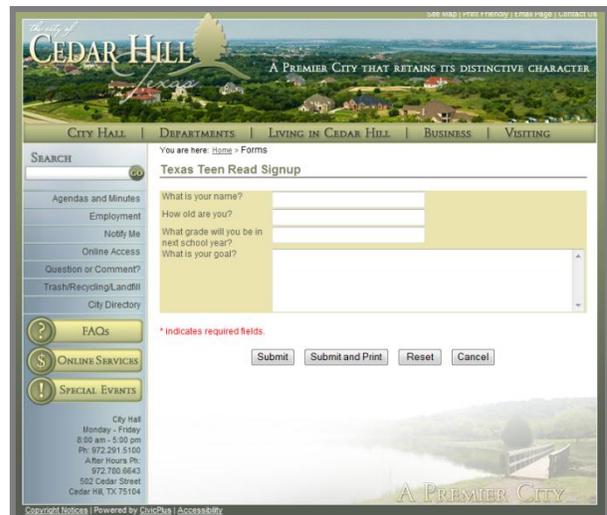


RSS stands for Real Simple Syndication, and in short, it's a way of bringing your site to the people rather than waiting for them to come to your site to find out new information. When a user signs up for RSS feeds, they will receive notification of the latest news items as they are released without having to visit the website.

RSS begins with downloading a free reader, like those available on sites such as Google, MSN, and Yahoo, and subscribing to the feed. Then, as often as the website is updated, the subscriber receives notifications of these updates at their earliest convenience.

### Interactive Forms and Surveys

Forms may be created in order to gather information from website visitors, and forms may be routed via email to the staff member who will address the problem. With the Forms module, you can collect responses in a database that can be exported to a text delimited file. CivicPlus can be contracted to develop your online forms for you or you may choose to develop your own forms with the Forms Development Tool module.



**Search Engine Registration**

Your site will be registered one time with the top search engines. A brief description and a list of key words will provide search engines the necessary information to find the website. Website optimization and a search engine registration program may be implemented for an additional fee.

**Maps – Clickable or JavaScript**

Help website users find commonly requested information:

- Bus Schedules
- Parks
- Walking Tours
- Bike Paths
- Trash Pick Up Schedules
- Location of highways
- Tourist attractions
- Education Information
- Major Employers
- Demographics

Maps can be customized as simple, clickable maps, or more sophisticated JavaScript. Either one provides a great way to present your community to web visitors.



## ADA Compliance

CivicPlus understands the need for ADA compliant sites and is committed to meeting these standards. In addition to many built-in features, CivicPlus provides annual auditing as part of ongoing services to assist clients with meeting standards as outlined by the "Accessibility of State and Local Government Websites to People with Disabilities". Many features that are a part of the CivicPlus system include:

**All menu items are clickable.** Screen-reader software (used by blind or visually limited individuals) will tab into each link on your webpage, including the navigation.

**Submenus display for every area of the website.** Many sites only have mouse-over menus that when clicked on, do not display the submenus in a left of right navigation area. These submenus are not accessible to blind browsers. CivicPlus offers many different navigation structures.

**Alt tags are used for all images.** Alt tags provide the name of the picture when the screenreader reads them so the person may visualize the picture or determine its importance.

**Site maps are dynamically provided as new pages are added.** Many visually-challenged visitors and other visitors prefer to use the site map as their form of navigation.

**All documents and links can be set to open in the same window.** ADA guidelines state that links/documents/etc. should open in the same window instead of a new window. Our system gives you the option of providing either one.

## Warranty

CivicPlus provides a 100% satisfaction guarantee. If you are not satisfied with the service that CivicPlus provides, then you may choose to terminate the contract at any time.

CivicPlus also provides a lifetime guarantee on our programming. If at any time there is something wrong with your website (errors, bugs, etc.), then CivicPlus will fix it with no charge. This is part of our continual customer service, and we are always striving to improve our product and maintain our customer satisfaction.